

PROCEDURE

Corewell Health East - Transfusion Medicine Staffing Plan - Farmington Hills

This Procedure is Applicable to the following Corewell Health sites:
Corewell Health Farmington Hills Hospital

Applicability Limited to:	N/A
Reference #:	33867
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Effective Date:	12/02/2025
Functional Area:	Clinical Operations, Laboratory
Lab Department Area:	Lab - Blood Bank

1. Principle

The Transfusion Medicine department at the Farmington Hills campus has an established staffing plan to ensure sufficient numbers of qualified staff are available to meet patient care needs. This includes routine optimal staffing, minimum staffing requirements, and critical staffing requirements for Blood Bank.

2. Responsibility

- A. Supervisory staff are responsible for pre-scheduling the Blood Bank staff. Designees may be responsible for pre-scheduling the department shifts if assigned by the supervisory staff.
- B. Requests for schedule changes or days off must be pre-approved. If a schedule change is requested after the schedule is already posted, the employee requesting the change must find any required shift coverage.
- C. If an employee is working hours that are different from their normally scheduled shift, documentation of the changes must be written on the Corewell Health Timekeeping Deviation Sheet, provided by the Payroll department.
- D. A minimum number of technical staff must be scheduled seven days a week, twenty-four hours a day. Supervisory and support staff are scheduled based on the day of the week and the department.
- E. During staffing shortages, technical staff must stay until coverage arrives or the workload is manageable. The dayshift *Employee Phone List* should be utilized to call in more staff, if necessary. This is located in a binder by the Visions. There is also a list of offshift employees on the schedule board in the Core Lab.
- F. Staff should not work more than twelve consecutive hours, unless deemed absolutely necessary by supervisory staff in times of unplanned, critically low staffing.
- G. Additional staff may be scheduled to accommodate for workload and staffing adjustments.
- H. For the day shift, every effort should be made to have at least one member of the supervisory staff (Manager, Supervisor, or Medical Technologist Lead) scheduled Monday – Friday, with the exception of corporate holidays. The Medical Director (MD) may designate alternate coverage if necessary.

3. Definitions

Entities will reference associated Documentation contained within this document as applicable
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- A. Optimal Staffing: The preferred staffing which allows for productive and efficient department operations.
- B. Minimum Staffing: The minimum staffing allowed during non-critical or emergent situations.
- C. Critical Staffing: The absolute minimum staffing allowed to keep the department running; only permitted during times of unplanned emergencies.
- D. Designee: A Medical Technologist that is given additional responsibility or authority by the supervisory staff.
- E. FTE: Full-Time Equivalent
- F. MT Lead: Medical Technologist Lead.
- G. Supervisory Staff: Consists of Managers, Supervisors, and Medical Technologist Leads.

3. Procedure

A. Optimal Staffing Plan

	Blood Bank	
	Type of Staff	FTE
Day Shift Monday – Friday	Supervisory Technical	1.0 4.0
Day Shift Saturday, Sunday, and holidays	Technical	2.0
Afternoon Shift Monday - Friday	Technical	1.0
Afternoon Shift Saturday, Sunday, and holidays	Technical	1.0
Midnight Shift Tuesday - Friday	Technical	1.0
Midnight Shift Saturday – Monday, and holidays	Technical	1.0

B. Minimum Staffing Plan

	Blood Bank	
	Type of Staff	FTE
Day Shift Monday – Friday	Supervisory Technical	0.0 3.0
Day Shift Saturday, Sunday, and holidays	Technical	2.0
Afternoon Shift Monday - Friday	Technical	1.0
Afternoon Shift Saturday, Sunday, and holidays	Technical	1.0
Midnight Shift Tuesday - Friday	Technical	1.0 as needed
Midnight Shift	Technical	1.0 as needed

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Saturday – Monday, and holidays		
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C. Critical Staffing Plan

	Blood Bank	
	Type of Staff	FTE
Day Shift Monday – Friday	Supervisory	0.0
	Technical	2.0
Day Shift Saturday, Sunday, and holidays	Technical	1.0
Afternoon Shift Monday - Friday	Technical	1.0 as needed
Afternoon Shift Saturday, Sunday, and holidays	Technical	1.0 as needed
Midnight Shift Tuesday - Friday	Technical	1.0 as needed
Midnight Shift Saturday – Monday, and holidays	Technical	1.0 as needed

4. Revisions

Corewell Health reserves the right to alter, amend, modify or eliminate this document at any time without prior written notice.

5. Procedure Development and Approval

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6. Keywords

Not Set